

CLEARINGHOUSE



How to manage your  
UDRP/Court cases and labels

## User manual

**VERSION 0.1**

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# 1. INTRODUCTION

The following guide explains how to add the abused domain name labels and their corresponding UDRP or Court Cases.

Please note that that abused domain name labels are only valid for trademark claims.



## 2. ADDING UDRP CASES

### 2.1. Adding a UDRP case and labels

After your mark record has been verified you will be able to add a UDRP case and the related label to the mark record.

Click on the mark in “Mark overview” and scroll down to the bottom of the page.

Name	Ref Number/Court Case No.	Status	ULabel
<div>Add UDRP   Add Court case</div>			

Select “Add UDRP” in order to add a UDRP case, you can change the type of case, later on in the process as well.



Once you have selected “Add UDRP” you will be redirected to the registration page.

## UDRP Case / Court case

MARK NAME*	Example Mark	<a href="#">Select a different mark</a>
MARK JURISDICTION	Benelux Office for Intellectual Property (BOIP)	
MARK REGISTRATION NUMBER	123123	
CASE TYPE*	UDRP case	
NAME OF THE UDRP PROVIDER*	Asian Domain Name Dispute Resolution Centre	
REFERENCE NUMBER OF UDRP CASE*		
LANGUAGE OF THE DECISION*	Afrikaans	
Upload attachments (PDF or JPEG)		
OTHER DOCUMENT	Bladeren... Geen bestand ges	
Abused labels*		
OPEN SLOTS	50 of 50 (0 of 50 linked to other cases)	
A-LABEL		
U-LABEL		
Click to add this label		
<b>SUBMIT</b>		

Fill in the mandatory fields of the case and add the labels.

You can add the labels in “u-label” or “a-label” form, in the overview only the “u-label” will be shown.

Do not forget to click on “add this label” or the label will not be added to your case. At least 1 label must be added.

Depending on previous cases you will have the possibility to add up to 50 labels, if you added a case before, this number will be less. You can check the number of allowed labels by looking at the “open slots” field.

After you have filled out the mandatory fields and added the labels, select “submit”. You will then be redirected to the order overview.



## UDRP Case / Court case

At least one abused label is required

MARK NAME*	Example Mark	<a href="#">Select a different mark</a>
MARK JURISDICTION	Benelux Office for Intellectual Property (BOIP)	
MARK REGISTRATION NUMBER	123123	
CASE TYPE*	UDRP case	
NAME OF THE UDRP PROVIDER*	Asian Domain Name Dispute Resolution Centre	
REFERENCE NUMBER OF UDRP CASE*	test case	
LANGUAGE OF THE DECISION*	English	
Upload attachments (PDF or JPEG)		
OTHER DOCUMENT	Bladeren... Geen bestand ges	
Abused labels*		
LABEL 1 LINKED TO CASE	testlabel2 (testlabel2)	<a href="#">remove</a>
LABEL 2 LINKED TO CASE	testlabel1 (testlabel1)	<a href="#">remove</a>
OPEN SLOTS	48 of 50 (0 of 50 linked to other cases)	
A-LABEL	<input type="text"/>	
U-LABEL	<input type="text"/>	
<a href="#">Click to add this label</a>		
<a href="#">SUBMIT</a>		

Click Submit



## Review Order

You can update your order on this page.

NEW UDRP/COURT CASE REGISTRATIONS

<input type="checkbox"/>	<a href="#">Asian Domain Name Dispute Resolution Centre test case</a>	<a href="#">Example Mark</a>
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Delete Selected

SUBMIT ALL

If you wish to add more cases, click on the mark name in the second column of the order page, the previous case will be saved on the order page.

If you are finished with your order select “SUBMIT ALL” and you will be redirected to the payment page (for an overview of our UDRP pricing please refer to the pricing document).

## Your order

Type	Label	Duration	Price
udrp : Asian Domain Name Dispute Resolution Centre test case		1 Year(s)	
abused_label : Asian Domain Name Dispute Resolution Centre test case	testlabel2	1 Year(s)	
abused_label : Asian Domain Name Dispute Resolution Centre test case	testlabel1	1 Year(s)	
<b>Total</b>			
<b>VAT (0%)</b>			
<b>Total + VAT (0%)</b>			
Upon payment your prepaid account will be credited			
<input type="button" value="Pay Prepaid"/>			
<input type="button" value="Reset Order"/>			



## 2.2. Validation of UDRP case and labels

After you have paid for the case and labels you can track the progress of the validation in the “case” tab.

**Case overview**

1 to 1 of 1 rows | 10 | 1 | Disable Pager

Mark	Name	Ref.	Status	U-label
<a href="#">Example Mark</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case</a>	NEW	testlabel2

1 to 1 of 1 rows | 10 | 1

You can expand the U-labels to view all attached labels of the case.

**Case overview**

1 to 1 of 1 rows | 10 | 1 | Disable Pager

Mark	Name	Ref.	Status	U-label
<a href="#">Example Mark</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case</a>	NEW	testlabel2 testlabel1

1 to 1 of 1 rows | 10 | 1





### 2.2.1. Case and labels are "Verified"

If the case and labels are verified, no further action is needed and you will have protection for the abused labels during the claims period of the gTLD. Please refer to section 2.2.5 for an example Case.

### 2.2.2. Case "Incorrect"

If the case is assigned status "incorrect" you will need to change the information providing during registration of the case, as described in the comment of the validator. If the case is assigned status "Invalid" it cannot be edited anymore. Please refer to section 2.2.5 for an example Case.

### 2.2.3. Case "Verified" - label "Incorrect"

If the case is assigned status "Verified" but one, or more, of the labels are incorrect you will need to change the information providing during registration of the labels, as described in the comment of the validator. You can identify the cases with incorrect labels as they have a red box around the label field. The actual incorrect label(s) are marked in red. If the label is assigned status "Invalid" it cannot be edited anymore. Please refer to section 2.2.5 for an example Case.

### 2.2.4. Case and/or label "Invalid"

If the case and/or label is assigned status "Invalid" it cannot be edited anymore. Please refer to section 2.2.5 for an example Case.

### 2.2.5. Overview of different validation scenario's

Example Mark	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case</a>	✓ VERIFIED	testlabel2 testlabel1	Verified Case and Incorrect label.
Example Mark	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 2</a>	✓ VERIFIED	label-b label-a	Verified Case and Invalid label.
Example Mark	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 3</a>	✓ VERIFIED	label-b label-a	Verified Case and Incorrect and Invalid label.
Example Mark	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 4</a>	✗ INCORRECT	label-a	Incorrect case



## 3. ADDING COURT CASES

### 3.1. Adding a court case and labels

After your mark record has been verified you will be able to add a Court case and the related label to the mark record.

Click on the mark in “Mark overview” and scroll down to the bottom of the page.

Name	Ref Number/Court Case No.	Status	ULabel
<div>Add UDRP   Add Court case</div>			

Select “Add Court case” in order to add a Court case, you can change the type of case, later on in the process as well.



Once you have selected “Add Court case” you will be redirected to the registration page.

## UDRP Case / Court case

The screenshot shows a web form for registering a UDRP or Court case. The form includes the following fields and sections:

- MARK NAME\***: Example Mark (with a link to "select a different mark")
- MARK JURISDICTION**: Benelux Office for Intellectual Property (BOIP)
- MARK REGISTRATION NUMBER**: 123123
- CASE TYPE\***: Court case (dropdown menu)
- NAME OF THE COURT\***: test case court 1
- COURT DECISION REFERENCE\***: test case court 1 reference
- COUNTRY\***: United States (dropdown menu)
- LANGUAGE OF THE DECISION\***: English (dropdown menu)
- Upload attachments (PDF or JPEG)**:
  - COURT DECISION DOCUMENT\***: Bladeren... example court.pdf
  - OTHER DOCUMENT**: Bladeren... Geen bestand ges
- Abused labels\***:
  - LABEL 1 LINKED TO CASE**: testlabel2court (testlabel2court) [remove]
  - LABEL 2 LINKED TO CASE**: testlabel1court (testlabel1court) [remove]
  - OPEN SLOTS**: 42 of 44 (6 of 50 linked to other cases)
  - A-LABEL**: [input field]
  - U-LABEL**: [input field]
  - Click to add this label**: [button]
- SUBMIT**: [button]

Fill in the mandatory fields of the case and add the labels.

You can add the labels in “u-label” or “a-label” form, in the overview only the “u-label” will be shown.

Do not forget to click on “add this label” or the label will not be added to your case. At least 1 label must be added.

Depending on previous cases you will have the possibility to add up to 50 labels, if you added a case before this number will be less.



After you have filled out the mandatory fields and added the labels, select “submit”. You will then be redirected to the order overview.

Click submit.

## Review Order

You can update your order on this page.

NEW UDRP/COURT CASE REGISTRATIONS

<input type="checkbox"/>	test case court 1 test case court 1 reference	Example Mark
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Delete Selected

SUBMIT ALL

If you wish to add more cases, click on the mark name in the second column of the order page, the previous case will be saved on the order page.

If you are finished with your order select “SUBMIT ALL” and you will be redirected to the payment page (for an overview of our Court case pricing, please refer to the pricing document).

## Your order

Type	Label	Duration	Price
court : test case court 1 test case court 1 reference		1 Year(s)	
abused_label : test case court 1 test case court 1 reference	testlabel2court	1 Year(s)	
abused_label : test case court 1 test case court 1 reference	testlabel1court	1 Year(s)	
<b>Total</b>			
<b>VAT (0%)</b>			
<b>Total + VAT (0%)</b>			
Upon payment your prepaid account will be credited			
Pay Prepaid			
Reset Order			



### 3.2. Validation of court case and labels

After you have paid for the case you can track the progress of the validation in the “case” tab.

MARKS

SERVICES

CASES

Case overview

⏮

⏪

1 to 5 of 5 rows

⏩

⏭

10

1

Disable Pager

Mark	Name	Ref.	Status	U-label
<a href="#">Example Mark</a>	<a href="#">test case court 1</a>	<a href="#">test case court 1 reference</a>	NEW	testlabel2court

You can expand the U-labels to view all attached labels of the case.

MARKS

SERVICES

CASES

Case overview

1 to 5 of 5 rows

10

1

Disable Pager

Mark	Name	Ref.	Status	U-label
<a href="#">Example Mark</a>	<a href="#">test case court 1</a>	<a href="#">test case court 1 reference</a>	NEW	<div><div></div><div>testlabel2court</div><div></div><div>testlabel1court</div></div>



### 3.2.1. Case and labels are "Verified"

If the case and labels are verified, no further action is needed and you will have protection for the abused labels during the claims period of the gTLD. Please refer to section 3.2.5 for an example Case.

### 3.2.2. Case "Incorrect"

If the case is assigned status "incorrect" you will need to change the information providing during registration of the case, as described in the comment of the validator. If the case is assigned status "Invalid" it cannot be edited anymore. Please refer to section 3.2.5 for an example Case.

### 3.2.3. Case "Verified" - label "Incorrect"

If the case is assigned status "Verified" but one, or more, of the labels are incorrect you will need to change the information providing during registration of the labels, as described in the comment of the validator. You can identify the cases with incorrect labels as they have a red box around the label field. The actual incorrect label(s) are marked in red. If the label is assigned status "Invalid" it cannot be edited anymore. Please refer to section 3.2.5 for an example Case.

### 3.2.4. Case and/or label "Invalid"

If the case and/or label is assigned status "Invalid" it cannot be edited anymore. Please refer to section 3.2.5 for an example Case.

### 3.2.5. Overview of different validation scenario's

<a href="#">Example Mark</a>	<a href="#">test case 5</a>	<a href="#">test case 5</a>	✓ VERIFIED	<div>label-b</div> <div>label-a</div>	Verified Case and Incorrect Label.
<a href="#">Example Mark</a>	<a href="#">test case 6</a>	<a href="#">test case 6</a>	✓ VERIFIED	<div>label-b</div> <div>label-a</div>	Verified Case and Invalid Label.
<a href="#">Example Mark</a>	<a href="#">test case 7</a>	<a href="#">test case 7</a>	✓ VERIFIED	<div>label-b</div> <div>label-a</div>	Verified Case and Incorrect and Invalid Label.
<a href="#">Example Mark</a>	<a href="#">test case 8</a>	<a href="#">test case 8</a>	⚠ INCORRECT	label-b	Incorrect Case



## 4. CORRECTING AN "INCORRECT" COURT/UDRP CASE AND/OR LABEL

### 4.1. Case incorrect

Select the "Case" tab or the Mark record to which the "Case" is linked in order to check the status of the Case.

Via "Case" tab:

**Case overview**

1 to 5 of 5 rows | 10 | 1 | Disable Pager

Mark	Name	Ref.	Status	U-label
<a href="#">Example Mark</a>	<a href="#">test case court 1</a>	<a href="#">test case court 1 reference</a>	NEW	testlabel2court
<a href="#">Example Mark</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case</a>	VERIFIED	testlabel2 testlabel1
<a href="#">Example Mark</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 2</a>	VERIFIED	label-b label-a
<a href="#">Example Mark</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 3</a>	VERIFIED	label-b label-a
<a href="#">Example Mark</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 4</a>	INCORRECT	label-a

1 to 5 of 5 rows | 10 | 1

Via Mark Record:

UDRP/Court cases and abused label

	Name	Ref Number/Court Case No.	Status	ULabel
<a href="#">court#26</a>	<a href="#">test case court 1</a>	<a href="#">test case court 1 reference</a>	NEW	testlabel1court
<a href="#">court#27</a>	<a href="#">test case 5</a>	<a href="#">test case 5</a>	VERIFIED	label-a
<a href="#">court#28</a>	<a href="#">test case 6</a>	<a href="#">test case 6</a>	VERIFIED	label-a
<a href="#">court#29</a>	<a href="#">test case 7</a>	<a href="#">test case 7</a>	VERIFIED	label-a
<a href="#">court#30</a>	<a href="#">test case 8</a>	<a href="#">test case 8</a>	INCORRECT	label-a
<a href="#">udrp#30</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case</a>	VERIFIED	testlabel1
<a href="#">udrp#31</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 2</a>	VERIFIED	label-a
<a href="#">udrp#32</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 3</a>	VERIFIED	label-a
<a href="#">udrp#33</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case 4</a>	INCORRECT	label-a

Add UDRP | Add Court case

Click on the name of the Case, to open the Case and via the information you provided.



## UDRP Case

NAME OF THE UDRP PROVIDER*	Asian Domain Name Dispute Resolution Centre
REFERENCE NUMBER OF UDRP CASE*	test case 4
LANGUAGE OF THE DECISION*	English
STATUS*	INCORRECT <a href="#">Edit</a>
CHANGED	2013-10-10
COMMENTS	validator remark
LINKED TO MARK*	<a href="#">Example Mark</a>

No documents attached

Labels linked to this case

Alabel	Ulabel	Status	Changed
label-a	label-a	NEW	2013-10-10

[Return to mark](#)

If you select the “Edit” button you will be able to edit the necessary fields, based on the validator comment in field “COMMENTS”.

## udrp case

MARK NAME*	Example Mark <a href="#">Select a different mark</a>
CASE TYPE*	udrp
NAME OF THE UDRP PROVIDER*	Asian Domain Name Dispute Resolution Centre
REFERENCE NUMBER OF UDRP CASE*	test case 4
LANGUAGE OF THE DECISION*	English
OTHER DOCUMENT	<a href="#">Bladeren...</a> Geen bestand geselekt

No documents attached

LABEL #354

[UPDATE](#)

After you click on update the status of the Case will change to “Corrected” and it will be validated again.

<a href="#">Example Mark</a>	Asian Domain Name Dispute Resolution Centre	<a href="#">test case 4 corrected</a>	<a href="#">CORRECTED</a>	label-a
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1 to 9 of 9 rows





## 4.2. Label incorrect

Select the “Case” tab or the Mark record to which the “Case” is linked in order to check the status of the Case.

Via “Case” tab:

<a href="#">Example Mark</a>	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case</a>	✓ VERIFIED	testlabel2 testlabel1
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Via Mark Record:

udrp#30	<a href="#">Asian Domain Name Dispute Resolution Centre</a>	<a href="#">test case</a>	✓ VERIFIED	testlabel1 testlabel2
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Click on the incorrect label in order to edit it.

### udrp case

NAME OF THE UDRP PROVIDER*	Asian Domain Name Dispute Resolution Centre
REFERENCE NUMBER OF UDRP CASE*	test case
LANGUAGE OF THE DECISION*	English
STATUS*	VERIFIED
CHANGED	2013-10-10
COMMENTS	1 incorrect
LINKED TO MARK*	<a href="#">Example Mark</a>
MARK JURISDICTION	Benelux Office for Intellectual Property (BOIP)
MARK REGISTRATION NUMBER	123123
No documents attached	
LABEL #348	testlabel2 (testlabel2)
LABEL #349	testlabel1

UPDATE

Only the incorrect label(s) will be editable.

Once you have made your corrections, based on the the validator comments in field “COMMENTS”, click on “UPDATE”.



The status of the label you edited will now become “corrected” and it will be validated again.

## UDRP Case

NAME OF THE UDRP PROVIDER*	Asian Domain Name Dispute Resolution Centre
REFERENCE NUMBER OF UDRP CASE*	test case
LANGUAGE OF THE DECISION*	English
STATUS*	VERIFIED
CHANGED	2013-10-10
COMMENTS	1 incorrect
LINKED TO MARK*	<a href="#">Example Mark</a>

No documents attached

Labels linked to this case

Alabel	Ulabel	Status	Changed
testlabel2	testlabel2	VERIFIED	2013-10-10
testlabel1 corrected	testlabel1 corrected	CORRECTED	2013-10-10

Return to mark



## 5. ADMINISTRATIVE INFORMATION

### 5.1. Document information

Subject	How to manage your UDRP/Court cases and labels
Client	IBM GTS / Deloitte
Author	Frederik Gommé
Date	10-10-2013
Status	Official version
Version	0.1

### 5.2. Changes

Version	Date	Author	Summary changes
0.1	10-10-2013	Frederik Gommé	Initial version